



DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Industrial Specialist, GS-1150-12

ANNOUNCEMENT NO DCMDI-1-CS

LOCATION: Defense Contract Management District
International (DCMDI)

Duty Station: Kuwait

CLOSING DATE: Open Continuous

AREA OF CONSIDERATION: Appointable Employees of the Department of Defense

DUTIES: The incumbent serves as the Senior Operations Analyst whose primary focus is on providing operations system analysis as it applies to contractor manufacturing management systems under surveillance and program support activities in support of program managers and other customers. The organization has mission responsibility to oversee contractor capability to produce and deliver products, services and systems to contract schedule and within cost as well as to provide support to Program Managers on their programs. This position's workload is primarily centered on defense contracts which are for the program based acquisition of major weapons system components and subsystems such as aircraft, aircraft engines, Army tanks and other tracked vehicles, anti-missile systems, remote sensing, navigation subsystems, and command and control systems.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the GS-11 that demonstrated a practical knowledge of the methods, materials, machinery, and facilities used in industrial production operations (which may include exploration, extraction, refining, manufacturing, or processing). This knowledge may have been gained in work such as: 1) management or supervision of production operations; 2) industrial planning, industrial engineering, or plant engineering, involving determination of facilities and layout; 3) process or methods development involving production practices associated with chemical, mechanical, electronic, textile, or food industries; 4) development of specifications to define product requirements; 5) sales engineering or buying that required a comprehensive knowledge of production operations; 6) planning and administering industrial quality control and inspection systems and programs; 7) comprehensive survey and analysis of industrial operations, organization, capacity, etc; 8) interpreting and applying contract clauses and government acquisition regulations; and 9) development of plans to determine material requirements and/or schedules for production management. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

EVALUATION METHODS:

MAXIMUM POINT VALUE

1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self- Development	15
4. Awards	<u>5</u>
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

EMPLOYMENT CONSIDERATION: Applicants will be referred to selecting officials as openings occur. Eligibility is good for 6 months. After that time, applicants who still wish to be considered for employment opportunities may request that their eligibility be extended for another 6 months.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated noncritical sensitive, as defined in DoD 5200.2-R and therefore requires that a personal security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. Time in grade and qualification requirements must be met by the closing date of this announcement.
5. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
6. Incumbent is required to file an annual financial statement.
7. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
8. TDY is required.
9. Acquisition workforce position category G.

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. **APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.**
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.** Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call (703) 767-7118 or DSN 427-7118. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE.

**RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION,
MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR
MENTAL HANDICAPS.**

***** IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA,
THE MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER
SCHEDULE A AUTHORITY 213.3106. (b) (6).**

Merit Promotion Questionnaire

Position:Industrial Specialist, GS-1150-12

Location: KUWAIT

JOA#DCMDI-1-CS

Applicant Name: _____
SSN: _____ Office Phone: _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to

gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the “Where on Application” column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration, Industrial Engineering

Level of Education	Major (points)
8 Semester/12 Quarter Hours	___ Any Major (0)
16 Semester/24 Quarter Hours	___ Any Major (2)
1 Academic Year	___ Any Major (3)
2 Academic Years	___ Related Major (8) ___ Other Major (5) ___ Any Major (0)
3 Academic Years	___ Related Major (10) ___ Other Major (6) ___ Any Major (0)
Bachelor’s Degree	___ Related Major (15) ___ Other Major (9) ___ Any Major (0)
1 Graduate Academic Year	___ Related Major (15) ___ Other Major (10) ___ Any Major (0)
Master’s Degree or Higher	___ Related Major (15) ___ Other Major (12) ___ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

___ ___ ___ ___ ___ Value Engineering	___ ___ ___ ___ ___ Meritorious or Superior Civilian Service
___ ___ ___ ___ ___ EEO Award	___ ___ ___ ___ ___ Commendable Service Certificate
___ ___ ___ ___ ___ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-1150, GS-1910, GS-1102

Rating Level	Related	Unrelated
Exceptional (Level 5)	___ ___ ___ 5 points each	___ ___ ___ 3 points each
Highly Successful (Level 4)	___ ___ ___ 4 points each	___ ___ ___ 2 points each
Fully Successful (Level 3)	___ ___ ___ 3 points each	___ ___ ___ 1 points each
Below Fully Successful (Level 1 or 2)	___ ___ ___ 0 points each	___ ___ ___ 0 points each

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Ranking Questions	Where on Application
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Industrial Specialist, GS-1150-12

Up to 65 points are awarded for experience. Circle the letters of the responses that describe your work experience. More than one response may apply to each question. The numbers in brackets indicate the point value for each question and each response.

1. How many preaward surveys have you conducted or participated in [MAX 4 PTS]

- a.** None [10]
- b.** 1-15 [2]
- c.** 16-30 [3]
- d.** More than 30 [4]

2. Which of the following tasks have you substantially performed or participated in? [MAX 18 PTS]

- a.** Physical progress reviews [3]
- b.** Technical support to negotiations [2]
- c.** Determining scope, performing, and documenting internal compliance reviews [2]
- d.** Participating in Malcolm Baldrige National Quality Award/Unit Self Assessment (USA) [2]
- e.** Conducting formal training sessions/workshop [2]
- f.** Providing oral presentations at a conference or formal meeting [2]
- g.** Facilitating a Process Action Team [PAT] [3]
- h.** None of the above [0]

3. In which capacities have you served as a member of a program support team? [MAX 8 PTS]

- a.** Program Integrator [3]
- b.** Support Program Integrator [3]
- c.** Working team member [2]
- d.** None of the above [0]

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Ranking Questions

Where on
application

<p>4. Which of the following documents have you prepared? [MAX 10 PTS]</p> <ul style="list-style-type: none"> a. Technical surveillance plans [5] b. Program surveillance plans [3] c. Process review/compliance reports [2] d. None of the above [0] <p>5. Which of the following PROCAS activities have you accomplished? [MAX 11 PTS]</p> <ul style="list-style-type: none"> a. Attended and completed PROCAS P-18, P-19 and/or P-20 training [3] b. Conducted/instructed PROCAS P-18, P-19 and/or P-20 training [3] c. Briefed contractor on PROCAS and invited them to participate [2] d. Developed and/or utilized process flowcharts, models and metrics in process improvement actions [3] e. None of the above [0] <p>6. Have you worked with and conducted significant surveillance at contractor facilities where products included major weapon system components and the contractor performed the largest percentage of product manufacture? [MAX 4 PTS]</p> <ul style="list-style-type: none"> a. Yes [(4)] b. No [0] <p>7. Are you level II DAWIA certified in the Manufacturing and Production career field? [MAX 10 PTS]</p> <ul style="list-style-type: none"> a. Yes [10] b. No [0] 	
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Certification

<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</p>	
<p>Signature:</p>	<p>Date:</p>

OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA # DCMDI-1-CS

Overseas allowances and benefits information is provided for the following location:

Kuwait . PLEASE NOTE: Only items checked below apply.

X LENGTH OF TOUR: 1 year. (Possible extension of up to 5 years.)

 *Tax free living quarters allowance (LQA) of to , based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

X Government quarters are provided at no charge to the employee.

X * % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

X * 15 % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

X Concurrent transportation of dependents is authorized.

X Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

X Shipment of 4500 pounds of household goods (HHGs) to the overseas area is authorized.
(NTS and HHGs shipment combined can not exceed 18,000 pounds.)

X One privately owned vehicle may/may not be shipped at government expense.

X Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

X Home leave is accrued at the rate of 15 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

X Return rights within DLA are mandatory.

 Return rights within DoD are mandatory.

X Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

*IS SUBJECT TO CHANGE WITHOUT NOTICE.

AS OF: 3/26/96